



THE CITY OF SAN DIEGO

## EXPEDITE PROGRAM FOR

# Affordable/In-Fill Housing & Sustainable Buildings

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION.

INFORMATION  
BULLETIN

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This information bulletin describes the minimum submittal requirements and procedures associated with the Affordable/In-fill Housing and Sustainable Buildings Expedite Program (Expedite Program). The Expedite Program provides expedited permit processing for all eligible affordable/in-fill housing and sustainable building projects (see "Eligible Projects" section below). As established by Council Policy 600-27, a more aggressive processing timeline is achieved by providing mandatory preliminary review meetings for early staff feedback, significantly reducing project review cycles, funding the environmental initial study at preliminary review, and at the applicant's request, scheduling a public hearing after the third review cycle and upon completion of the environmental document. The Expedite Program is an optional service available to applicants who desire expedited permit processing, and requires a supplemental fee in addition to any other standard applicable fee and/or deposit. A supplemental fee of \$500 per unit is required for discretionary projects, and ministerial projects would be subject to the Express Plan Check Fee (see "Fees" section below).

## I. ELIGIBLE PROJECTS

- A. Residential development projects where at least 10 percent of the units are set aside for households with an income at or below 65 percent area median income (AMI) for rental units and at or below 100 percent AMI for for-sale units as set forth in the City's Inclusionary Housing Ordinance (SDMC Section 142.1304).
- B. Residential development projects sponsored by and/or receiving funding from the Comprehensive Affordable Housing Collaborative where at least 15 percent of the units are set aside for households with an income at or below 120 percent AMI, as determined by the San Diego Housing Commission.
- C. Residential development projects underwritten to utilize Federal, State or Local funds and result in a regulatory agreement that restricts tenancy and rents at or below 60 percent AMI.
- D. Urban Infill housing development projects of 10 units or more within "Urbanized" areas of the City as defined in the Progress Guide and General Plan. These projects are eligible for expedited processing provided that all of the dwelling

## Documents referenced in this Information Bulletin

- Council Policy 600-27
- Council Policy 900-14
- Inclusionary Housing Ordinance (SDMC Chapter 14, Article 2, Division 13)
- Deviations for Affordable/In-fill Housing (SDMC Section 143.0910)
- Information Bulletin 513, "Preliminary Review"
- Project Submittal Manual (Land Development Manual, Volume I, Chapter 1)
- Affordable Housing Requirements Checklist (DS-530)
- Information Bulletin 503, "Fee Schedule for Development & Policy Approvals/Permits"
- Information Bulletin 501, "Fee Schedule for Construction Permits - Structures"
- Information Bulletin 532, "Information Regarding the Inclusionary Housing Ordinance"

units are affordable to households earning no more than 150 percent AMI for both rental and for-sale (first ownership cycle only) units. Infill housing development projects need to provide a larger number of affordable housing units than they replace.

- E. Military housing constructed by the Federal Government or through a contract with the Federal Government, for use by active military personnel and their families.
- F. New residential, commercial and industrial development projects which meet the "sustainable buildings" definition under Council Policy 900-14.
- G. Mixed-use development projects or development projects that combine residential with other land uses where at least 50 percent of the gross floor area of the entire project site is dedicated to residential dwelling units affordable as described in A through D above.

Projects that elect to pay In-Lieu fees to satisfy the Inclusionary Housing Ordinance requirements are not eligible for the Expedite Program (except for D, E and F, above).

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## II. CARRYING CAPACITY

In the rare event that workload exceeds the carrying capacity of the Expedite Program, expedited project processing (both discretionary and ministerial) will be provided based on the following priority list:

**Priority 1:** City of Villages Pilot Projects selected by the City Council that provide affordable housing as defined in the eligibility section of Council Policy 600-27.

**Priority 2:** Residential development projects that qualify as both “Affordable Housing” and “Sustainable Building” projects as defined by City Council Policies 600-27 and 900-14.

**Priority 3:** Residential development projects that qualify for the 9 percent tax credit or multifamily revenue bonds.

**Priority 4:** Residential development projects which provide more than 10 percent of the required “affordable housing” units and all of the affordable units are provided on-site as well as mixed-use projects as defined in Council Policy 600-27, residential, commercial, or industrial projects which meet the “sustainable buildings” definition under City Council Policy 900-14. (Within Priority 4, projects that set aside the highest percentage of units affordable to households at the lowest income levels and projects that propose the highest percentage of “sustainable energy supply” will have higher priority compared to projects with lower percentages.)

**Priority 5:** Residential development projects sponsored by and/or receiving funding from the Comprehensive Affordable Housing Collaborative (the Redevelopment Division of the Community and Economic and Development Department, Centre City Development Corporation, Southeastern Economic Development Corporation, and the San Diego Housing Commission) where at least 15 percent of the units are set aside for households with an income at or below 120 percent AMI.

**Priority 6:** Residential development projects where at least 10 percent of the units on-site are set aside at no more than 65 percent AMI for rental units and at no more than 100 percent AMI for for-sale units as set forth in the City’s Inclusionary Housing Ordinance.

**Priority 7:** Residential development projects where at least 10 percent of the units off-site are set aside at no more than 65 percent AMI for rental units and at no more than 100 percent AMI for for-sale units as set forth in the City’s Inclusionary Housing Ordinance.

**Priority 8:** Urban In-fill housing development projects of 10 units or more within “Urbanized” areas of the City as defined in the Progress Guide and General Plan. These projects are eligible for expedited processing provided that all of the dwelling units are affordable to households earning no more than 150 percent AMI for both rental and for-sale (first ownership cycle only) units. In-fill housing development projects need to provide a larger number of affordable housing units than they replace.

**Priority 9:** Military Housing constructed by the Federal Government or through a contract with the Federal Government, for use by active military personnel and their families.

## III. MINISTERIAL PROCESSING

Ministerial building and engineering approvals that meet the above eligibility requirements may be processed through the Express Plan Check Service. These types of projects would receive a top priority using the levels identified in the “Carrying Capacity” section above. The Express Plan Check Service is also an optional service that requires the express plan check fee in addition to any other standard applicable fee and/or deposit.

## IV. DEVIATIONS

The Expedite Program also provides an additional development incentive to builders of affordable/in-fill housing and sustainable building projects by allowing deviations from the development regulations of the Municipal Code. San Diego Municipal Code Section 143.0910 allows for a Site Development Permit to be requested for deviations specific to affordable/in-fill housing projects. This Code section provides one consolidated, simplified deviation process for all eligible affordable/in-fill housing and sustainable building projects regardless of geographic location. Please refer to this Code section for more detailed information.

## V. AFFORDABLE HOUSING REQUIREMENTS CHECKLIST

The Affordable Housing Requirements Checklist (DS-530) is required to be completed for all residential development applications proposing 2 units or more, and requires the applicant to identify how they are satisfying the City’s Inclusionary Affordable Housing requirements. The checklist also allows eligible project applicants to request processing through the Expedite Program. If the applicant has an eligible project and chooses to process through the Expedite Program, the applicant must sign the agreement section of the checklist which obligates the project to provide affordable housing units. If at any time during the processing of the project the applicant amends the project to pay the in-lieu fee instead of providing the

affordable units, the project application will be expired, expended monies will not be refunded, and the applicant will be required to resubmit a new permit application for standard permit processing, and that application shall be subject to all applicable fees and regulations in effect on the date the new application is deemed complete.

#### **VI. FEES**

The Expedite Program is an optional service available to those applicants who desire expedited permit processing, and will require an additional fee. For ministerial and engineering permit applicants who desire expedited permit processing, the Express Plan Check fees will be charged.

For discretionary projects the fee is \$500 per unit for all units within the project. This supplemental fee will be capped so it will not exceed 40 percent of the actual staff hourly billing as determined at project closeout. If at project closeout it is determined that the expedite fees (\$500 per unit) paid at submittal exceed 40 percent of the hourly billing, the applicant will be refunded the difference. In addition, the maximum expedite program fee charged for any single discretionary project shall be capped at \$40,000. The supplemental fees are required at the time of full project submittal, in addition to any other standard applicable fee and/or deposit (see Information Bulletins 501 and 503).

For sustainable commercial/industrial buildings, see Information Bulletin 503, "Fee/Deposit Schedule for Development & Policy Approvals/Permits."

#### **VII. MANDATORY PRELIMINARY REVIEW (INFORMATION BULLETIN 513)**

A key component of the success of the Expedite Program is a mandatory Preliminary Review for all projects. The mandatory Preliminary Review requires the applicant to submit enough information to allow staff to initiate environmental review of the project very early in the process. The Preliminary Review process is described in Information Bulletin 513.

Applicants not yet ready to enter the Expedite Program, but still needing general information regarding the affordable/in-fill housing requirements should follow the standard Preliminary Review process identified in Information Bulletin 513.

#### **VIII. PRELIMINARY REVIEW SUBMITTAL REQUIREMENTS**

Once an applicant is ready to enter the formal Expedite Program, the first step is the Mandatory Preliminary Review. The following forms, documents and plans, along with the detailed description of the content of these items, are required at preliminary review submittal. Projects not meeting these re-

quirements will not be accepted into the Expedite Program. The majority of the identified forms are available online at the City of San Diego's website at: <http://www.sandiego.gov/development-services.shtml>. To schedule a submittal appointment for an affordable/in-fill housing expedite project, call (619) 446-5300. Walk-in services are also available. Check in at the Development Services Center, 3<sup>rd</sup> Floor, 1222 First Avenue, San Diego. At this appointment, provide information in the quantities shown below:

- A. Provide the submittal package for the appropriate development permit, as identified in the Project Submittal Manual, except the Public Notice Package.
- B. Provide the completed Preliminary Review Questionnaire.
- C. Provide the completed Affordable Housing Requirements Checklist (DS-530)
- D. The full discretionary deposit amount will be required at the time of Mandatory Preliminary Review submittal, rather than the Preliminary Review deposit. Payment of the expedite fee is due upon formal submittal of the project.
- E. The project will be required to proceed through the "Multiple Discipline Preliminary Review" with the "Preliminary Review Meeting" as described in Information Bulletin 513.
- F. Provide any anticipated environmental studies with the Preliminary Review submittal.
- G. Provide a detailed list of known deviations requested with the Preliminary Review submittal (reference SDMC Section 143.0910).
- H. Submit a minimum of twelve (12) copies of the completed forms and documents referenced above, as well as any information you deem necessary for the review.

#### **IX. PROJECT DECISION**

The Expedite Program is designed to provide reviews and to reach a decision point as expeditiously as possible. One of the techniques used is to hold the public hearing for discretionary projects after the third review cycle. Therefore, upon completion of the third review cycle and availability of the environmental document, at the applicant's request the City would schedule the project for a public hearing. City staff would recommend denial of any project that has not demonstrated compliance with the applicable regulations or submitted adequate documentation to complete the project review and environmental analysis.